



County of Los Angeles CHIEF EXECUTIVE OFFICE

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<http://ceo.lacounty.gov>

WILLIAM T FUJIOKA
Chief Executive Officer

January 29, 2008

To: Supervisor Yvonne B. Burke, Chair
Supervisor Gloria Molina
Supervisor Zev Yaroslavsky
Supervisor Don Knabe
Supervisor Michael D. Antonovich

From: William T Fujioka
Chief Executive Officer

Board of Supervisors
GLORIA MOLINA
First District

YVONNE B. BURKE
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

LONG-TERM LEAVES OF ABSENCE

On September 25, 2007, your Board directed the Chief Executive Office (CEO) to work with County departments to identify the number of employees on long-term absences, whether physician documentation is current, whether accommodations have been offered, etc. The CEO was also instructed to report back on countywide policies and procedures for departments to follow to ensure that appropriate measures are implemented by departments to address this issue, including a report back on the return-to-work function in each department. We requested, and were granted, an extension to January 15, 2008 to report back to your Board.

On October 16, 2007, we informed your Board that the CEO was working with County departments to update information in the Countywide Timekeeping and Payroll Personnel System (CWTAPPS). As of November 30, 2007, departments have updated the status of all employees on long-term leave of absences in CWTAPPS.

We are reporting back to your Board that countywide procedures have already been established for departments to assist injured and ill employees to return to work. These procedures can be found on the CEO intranet website at http://ceo.lacounty.gov/RTW/rtw_default.htm. The CEO Risk Management Branch website provides standardized procedures and recommended steps to aid Return to Work (RTW) coordinators, supervisors and managers in implementing RTW principles in their efforts to return employees back to work and manage their cases. In addition, the CEO Risk Management Branch also conducts quarterly meetings to provide departmental personnel representatives and RTW coordinators with up-to-date RTW information.

In order to further address employees on leaves of absence resulting from either work-related or non-work-related injuries or illnesses, our office will be working with the Department of Human Resources (DHR) and Auditor-Controller (A-C) to assist departments with the management of employees on long-term leave of absence programs. A-C will establish a new monthly report that will be sent to each department. This report will list employees identified on CWTAPPS as being on long-term leave of absence. DHR will monitor long-term leaves, assist in coordinating placements as needed, and will work with CEO to issue a letter to departments with instructions to facilitate employees' return to productive work as soon as possible. DHR will also work with CEO and County Counsel to develop sample letters to be provided to departments to assist them in pursuing retirement, medical release or termination of employees when appropriate.

Please contact Ellen Sandt at (213) 974-1186 if you have any questions or need additional information, or your staff may contact Linh Mok at (213) 974-1339.

WTF:ES
GS:lm

c: All Department Heads

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